

CHECKLIST FOR EMPLOYEE ORIENTATION

INSTRUCTIONS. Supervisors should review 230 FW 2, 6 A (2) and (3), before conducting the first component of the New Employee Orientation Program.

Name: _____

Social Security Number: _____

Duty Station: _____

Office: _____ Organization Code: _____

Entrance on Duty Date: _____

Title, Series, Grade: _____

Supervisor: _____

Employee Status: _____ New to Service
_____ New to Federal Government
_____ Permanent/Part-Time
_____ Reassignment

Prior to employee's arrival:

- _____ Be sure employee's work area, tools, and supplies are ready.
- _____ Have quarters ready for occupancy if Government quarters are used.

First Day of Duty:

- _____ Assist new employee in completion of employment documents.
(This may be done by personnel office staff, project leader or administrative officer).
- _____ Review employment documents upon completion for accuracy.
- _____ Note which employment documents were not completed for subsequent follow-up. (Examples: health and Life insurance election forms, etc.).
- _____ Ensure that essential personnel documents are submitted to the servicing personnel office.

Note: The following activities are done by the new employee's supervisor.

- _____ Welcome employee and give him or her the New Employee Handbook.
- _____ Review orientation video with the employee.
- _____ Explain your relationship and your program.
- _____ Present the employee with a copy of his or her position description.
- _____ Outline employee's duties and responsibilities, and arrange for any necessary on-the-job training.
- _____ Discuss type and tenure of appointment and probationary period.

_____ Review the following segments of the handbook with the employee:

_____ Welcome letter

- _____ Introduction to the Service
- _____ Service Mission and Vision Statements
- _____ Organization (line and staff)
- _____ Organizational Charts (Service and Department)
- _____ Safety
- _____ Employee Responsibilities and Conduct
- _____ Political Activity
- _____ Equal Employment Opportunity (Provide names and telephone numbers of Assistant Regional Director Human Resources or Human Resources Officer - Washington office and the respective full-time -Equal Employment Opportunity Counselor)
- _____ Introduce the new employee to the workgroup and key staff.
- _____ Schedule interviews for the new employee to meet with key staff.
- _____ Discuss the function of the employee's work unit, reporting relationships, and work rules.
- _____ Familiarize the employee with the facility and discuss the security of buildings and property. Provide information on how to secure an identification card.
- _____ Assign, if possible, a staff member to temporarily help the new employee acclimate to the job.

Within 30 days after appointment, review the following segments of the New Employee Handbook with the employee:

_____ Working Hours Leave

- _____ Overtime and Compensatory Time
- _____ Holidays
- _____ Pay
- _____ Retirement
- _____ Federal Employees Group Life Insurance (FEGLI)
- _____ Federal Employees Health Benefit Program
- _____ Personnel Records
- _____ Employee Assistance Program Employee
- _____ Performance Incentive Awards
- _____ Grievances
- _____ Merit Promotion
- _____ Training and Development

- ____ Explain Service policy regarding training and career development.
- ____ Explain that, upon completion of this orientation, he or she will participate in the Service's Regional/Washington Office orientation.

____ Procurement

- ____ Discuss office procurement procedures
- ____ How to obtain office supplies

- ____ Imprest Funds Travel
- ____ Arrange for Diners Club credit card, if Appropriate.
- ____ Issue a Government Motor Vehicle ID, if applicable (Follow Regional guidance on authorization to operate Government vehicles).

Miscellaneous:

- ____ Change of name and address
- ____ Blood Donations
- ____ Employee Organizations - Unions
- ____ Unemployment Compensation
- ____ Reading assignments, as appropriate (i.e. current instructional memos, manual chapters, etc.)

Employee Signature

Supervisor's Signature

Work Telephone

Work Telephone

Date Completed

Date Completed

RETURN THIS FORM TO YOUR SERVICING PERSONNEL OFFICE AFTER COMPLETION.